



# SOIMA 2009

## SAFEGUARDING SOUND AND IMAGE COLLECTIONS 16 November - 11 December, 2009, New Delhi, India

### SESSION OUTLINE

<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Setting up for recording tech documentation and rights
<b>DATE/SESSION</b>	Monday 7 Dec/ Session 1 AM (90 min)
<b>LEADER (S)</b>	Kevin Bradley, Shubha Chaudhri

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Setting up equipment and location for recording session
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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16 November - 11 December, 2009, New Delhi, India

**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Rajasthani Sound and Video Recording

Monday 7 Dec/ Session 2 AM (90 min)

Kevin Bradley, Shubha Chaudhri

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Creating sounds and images during a live performance
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Post Recording de-briefing

Monday 7 Dec/ Session 1 PM (90 min)

Kevin Bradley, Shubha Chaudhri

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Wrap-up sound and image creation session, discussion
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Life Cycle Management/ Documentation
<b>DATE/SESSION</b>	Monday 7 Dec/ Session 2 PM (90 min)
<b>LEADER (S)</b>	Shubha Chaudhri, Kara Van Melssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Wrap-up sound and image creation session, discussion
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Biography of an AV record

Tuesday 8 Dec/ Session 1 AM (90 min)

Shubha Chaudhri, Kara Van Melssen

**SESSION OBJECTIVES****KEY CONCEPTS/ ISSUES**

Applying principles of collection management and tracing stages in the life of an AV object in various institutional contexts

**SUGGESTED READING/HANDOUTS****NOTES**



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### WEEK 4

#### MODULE 4

#### TOPIC

#### DATE/SESSION

#### LEADER (S)

Preservation Management Strategies for Mixed SOIMA Collections

Moving toward a policy

Tuesday 8 Dec/ Session 2 AM (90 min)

Shubha Chaudhri, Kara Van Melssen, Sherwood Mccaskie

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Developing institutional policies for preservation and access of sound and image collections
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Providing Access
<b>DATE/SESSION</b>	Tuesday 8 Dec/ Session 1 PM (90 min)
<b>LEADER (S)</b>	Sherwood Mccaskie, Kara Van Melssen, Aparna Tandon
<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ISSUES</b>	Adding value to content and preservation through creative access strategies, demonstrations of online access, different types of access for different institutions
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Providing Access

Tuesday 8 Dec/ Session 2 PM (90 min)

Kara Van Melssen, Sherwood Mccaskie

**SESSION OBJECTIVES****KEY CONCEPTS/ ISSUES**

Practical session in putting archival content online

**SUGGESTED READING/HANDOUTS****NOTES**



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**WEEK 4**

**MODULE 4**

**TOPIC**

**DATE/SESSION**

**LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Introduction to the Risk Management Approach

Wednesday 9 Dec/ Session 1 AM (90 min)

Aparna Tandon, Kara Van Malssen

**SESSION OBJECTIVES**

**KEY CONCEPTS/ ISSUES**

**SUGGESTED READING/HANDOUTS**

**NOTES**

Risk management theory, principles, and methodology



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Assessing Risks of a SOIMA Collection

Wednesday 9 Dec/ Session 2 AM (90 min)

Vesna Zivkovic, Aparna Tandon, Kara Van Malssen

**SESSION OBJECTIVES****KEY CONCEPTS/ ISSUES**

Practical exercise in Identifying, evaluating, and treating risks to sound and image collections

**SUGGESTED READING/HANDOUTS****NOTES**



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Assessing Risks of a SOIMA Collection

Wednesday 9 Dec/ Session 1 PM (90 min)

Vesna Zivkovic, Aparna Tandon, Kara Van Malsen

**SESSION OBJECTIVES****KEY CONCEPTS/ ISSUES**

Practical exercise in Identifying, evaluating, and treating risks to sound and image collections, continued

**SUGGESTED READING/HANDOUTS****NOTES**



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16 November - 11 December, 2009, New Delhi, India

**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Presentation of group work and discussion

Wednesday 9 Dec/ Session 2 PM (90 min)

Vesna Zivkovic, Aparna Tandon, Kara Van Malssen

**SESSION OBJECTIVES****KEY CONCEPTS/ ISSUES**

Presentation of risk assessment findings

**SUGGESTED READING/HANDOUTS****NOTES**



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Managing the Disaster Risk

Thursday 10 Dec/ Session 1 AM (90 min)

Sherwood Mccaskie, Aparna Tandon, Kara Van Malssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Disaster preparedness, response and recovery
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Managing the Disaster Risk
<b>DATE/SESSION</b>	Thursday 10 Dec/ Session 2 AM (90 min)
<b>LEADER (S)</b>	Sherwood Mccaskie, Aparna Tandon, Kara Van Malssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Responding to disasters
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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### SAFEGUARDING SOUND AND IMAGE COLLECTIONS

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<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Managing the Disaster Risk What Next? 10 things that you would like to do for your SOIMA
<b>DATE/SESSION</b>	Thursday 10 Dec/ Session 1 PM (90 min)
<b>LEADER (S)</b>	Sherwood Mccaskie, Aparna Tandon, Kara Van Malssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Debriefing after disaster response exercise, planning for disaster recovery / Planning for post-course work at home institutions
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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## SOIMA 2009

### SAFEGUARDING SOUND AND IMAGE COLLECTIONS

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**WEEK 4****MODULE 4****TOPIC**

Preservation Management Strategies for Mixed SOIMA Collections  
What Next? 10 things that you would like to do for your SOIMA collection  
continued

**DATE/SESSION**

Thursday 10 Dec/ Session 2 PM (90 min)

**LEADER (S)**

Sherwood Mccaskie, Aparna Tandon, Kara Van Malssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ ISSUES</b>	Planning for post-course work at home institutions continued
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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<b>WEEK 4</b>	
<b>MODULE 4</b>	Preservation Management Strategies for Mixed SOIMA Collections
<b>TOPIC</b>	Professional Networks
<b>DATE/SESSION</b>	Friday 11 Dec/ Session 1 AM (90 min)
<b>LEADER (S)</b>	Kara Van Malssen

<b>SESSION OBJECTIVES</b>	
<b>KEY CONCEPTS/ISSUES</b>	CCAAA member organizations (FIAT, FIAF, AMIA, IASA, ICA, IFLA, SEAPAVAA, ARSC) – Why and how to be involved
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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**WEEK 4**

**MODULE 4**

**TOPIC**

**DATE/SESSION**

**LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Course Evaluation

Friday 11 Dec/ Session 2 AM (90 min)

All

**SESSION  
OBJECTIVES**

**SUGGESTED  
READING/HANDOUTS**

**NOTES**



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Follow-up of SOIMA 2009

Friday 11 Dec/ Session 1 PM (90 min)

<b>SESSION OBJECTIVES</b>	
<b>SUGGESTED READING/HANDOUTS</b>	
<b>NOTES</b>	



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**WEEK 4****MODULE 4****TOPIC****DATE/SESSION****LEADER (S)**

Preservation Management Strategies for Mixed SOIMA Collections

Official Closing

Friday 11 Dec/ Session 2 PM (90 min)

**SESSION OBJECTIVES****SUGGESTED READING/HANDOUTS****NOTES**